College Address:
Street
Apartment 1
Oxford, Ohio 45056

Brandon LastName

Email@miamioh.edu
(937) 555-5555

Permanent Address:
Street
Hometown, OH 45555

EDUCATION

Miami University, Farmer School of Business, Oxford OH — Expected Graduation: December 2015
Bachelor of Science in Business — Major: Accounting, Finance — GPA: 3.63/4.00
Dean's List 5 Semesters

WORK EXPERIENCE

Data Analysis Intern, AK Steel Holding Corporation—Middletown, Ohio — May 2014 – Current

- Analyze large scale data to measure and improve the effectiveness of continuous strand casters at locations in Ashland, KY and Middletown, OH.
- Create caster melt schedules for manufacture of up to $2,000,000 in steel.
- Assist in order fulfillment through slab application procedures.
- Represent the company and the department well using professional demeanor in the workplace.
- Designed system in Excel to track material flow of different steel products throughout the company.
- Presented summer projects to over 10 department managers including the Middletown plant manager.

Student Manager, Armstrong Student Center, Miami University — July 2013 – August 2014

- Led teams of over 25 diverse employees to feed up to 3,500 students on a daily basis.
- Trained new employees to provide Miami students the best dining experience possible.
- Delegated tasks to employees through effective communication and leadership.
- Engaged in 2 Fred Pryor Management Seminars to actively improve leadership skills.

Student Specialist, Haines Food Court, Miami University—Oxford, Ohio — August 2012 - July 2013

- Provided customer service to students and visitors of Miami University.
- Maintained a clean and organized work environment in order to maximize efficiency.
- Promoted to Student Manager in July 2013.

Customer Service Representative, Speedway LLC—Middletown, Ohio — May 2012 - August 2012, June 2013 - August 2013

- Coordinated deliveries of product stock and supervised its storage.
- Used suggestive selling to sell and market inventory worth over $300 on a daily basis.
- Managed customer relations with professional service and problem solving skills.

SERVICE

Volunteer, St. Johns UCC Church Food Pantry—Hometown, Ohio — Fall 2001 - Present

- Plan driving routes to deliver aid and food to 20 or more families in the Dayton area.
- Create a long lasting relationship between St. Johns as an organization and the people we serve.

CAMPUS LEADERSHIP

Accounting Mentoring Program, Miami University—Oxford, Ohio — August 2012 - Present

- Mentor freshmen interested in pursuing the accounting profession by sharing experience.
- Network with recruiters and fellow students to create long lasting relationships.

ADDITIONAL QUALIFICATIONS

- Thematic sequence in computer science with experience in Visual Basic for Applications.
- Extensive professional experience with Microsoft Word, Excel, and PowerPoint.